Instructions for Use of the Nursing Sensitive Indicator Excel Transmittal Workbook
For Collection and Submittal of Nursing-Sensitive Indicator Data to MHDO

If you are unable to use the macros in the Nursing Sensitive Indicator (NSI) Excel Workbook or if you have difficulty opening the file go to the end of this instruction booklet for directions on how to trouble-shoot or call Susan Schow at the Maine Health Data Organization for assistance at (207) 287-6745

Use of the NSI Data Transmittal Datasheet for Collection of Data

First **select the name of your hospital from the drop-down menu** in the "Required Information" dialog box that opens upon opening the Excel workbook.

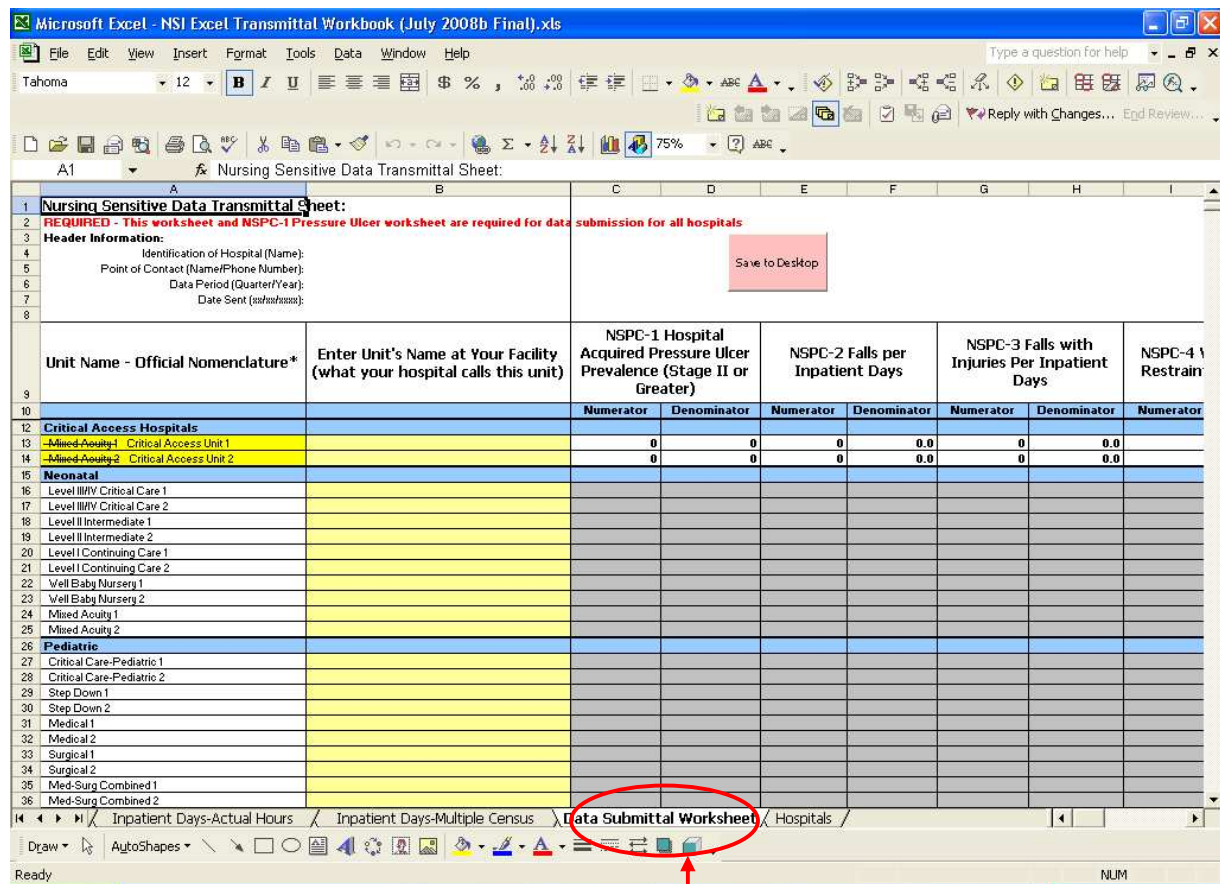**Enter name and phone number** for contact information. Please select which **quarter** and **year** of data to be submitted and **select the "Continue >>"** button to proceed.

Once you have entered this information and saved your file to your computer, you may skip this step by selecting "Cancel" in this dialog box.


The workbook now opens automatically to the **"Data Submittal Workbook"** (last tabbed worksheet) for data entry. There are instructions on how to use the workbook on the first tabbed worksheet (called **"Workbook Instructions"**). You may use the tabbed worksheets for entering data for each individual Nursing Sensitive Indicator and the data will automatically be entered into the last page, the Data Submittal Worksheet. There are formulas in the spreadsheets that help you calculate measures and insert them into the last worksheet for submittal.

Be sure to enter data on the "NSPC-1 Pressure Ulcer – Required" worksheet to indicate the number of patients with a Stage I pressure ulcer. This is the second tabbed worksheet in the file. The "Data Submittal Worksheet" only reports the Number of Patients with a Stage II or Greater Pressure Ulcer and we require data on both Stage I and Stage II and greater. That is why you must submit Stage I pressure ulcer data on the "NSPC-1 Pressure Ulcer – Required" worksheet in addition to the other NSI measures on the main "Data Submittal Worksheet."
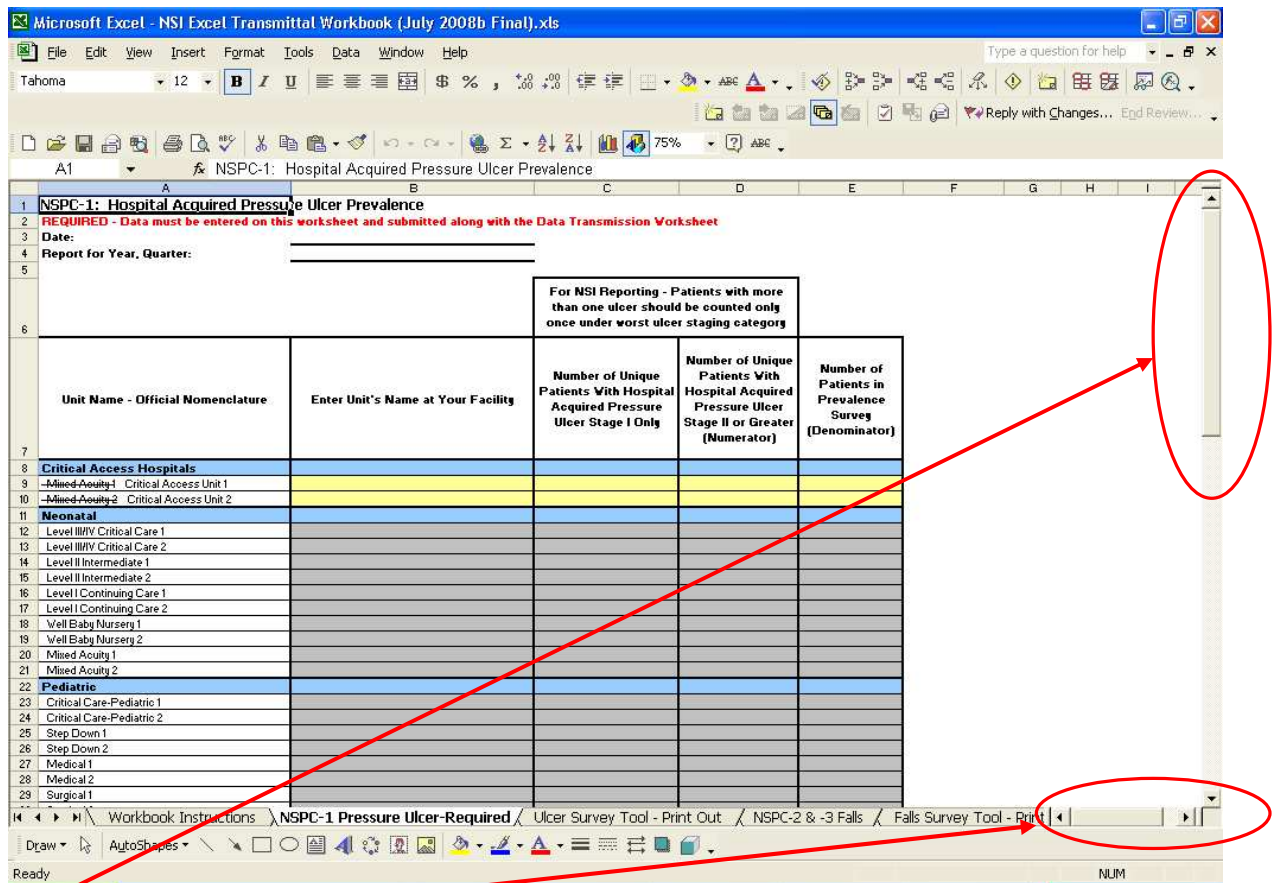
Click on the tabbed worksheets to enter data. To view the spreadsheet, move the **scroll bars** on the right side up and down or on the bottom to the right and left. There are 14 worksheets (see tabs at bottom of page) starting with **"Workbook Instructions"** and ending with "**Data Submittal Worksheet."**
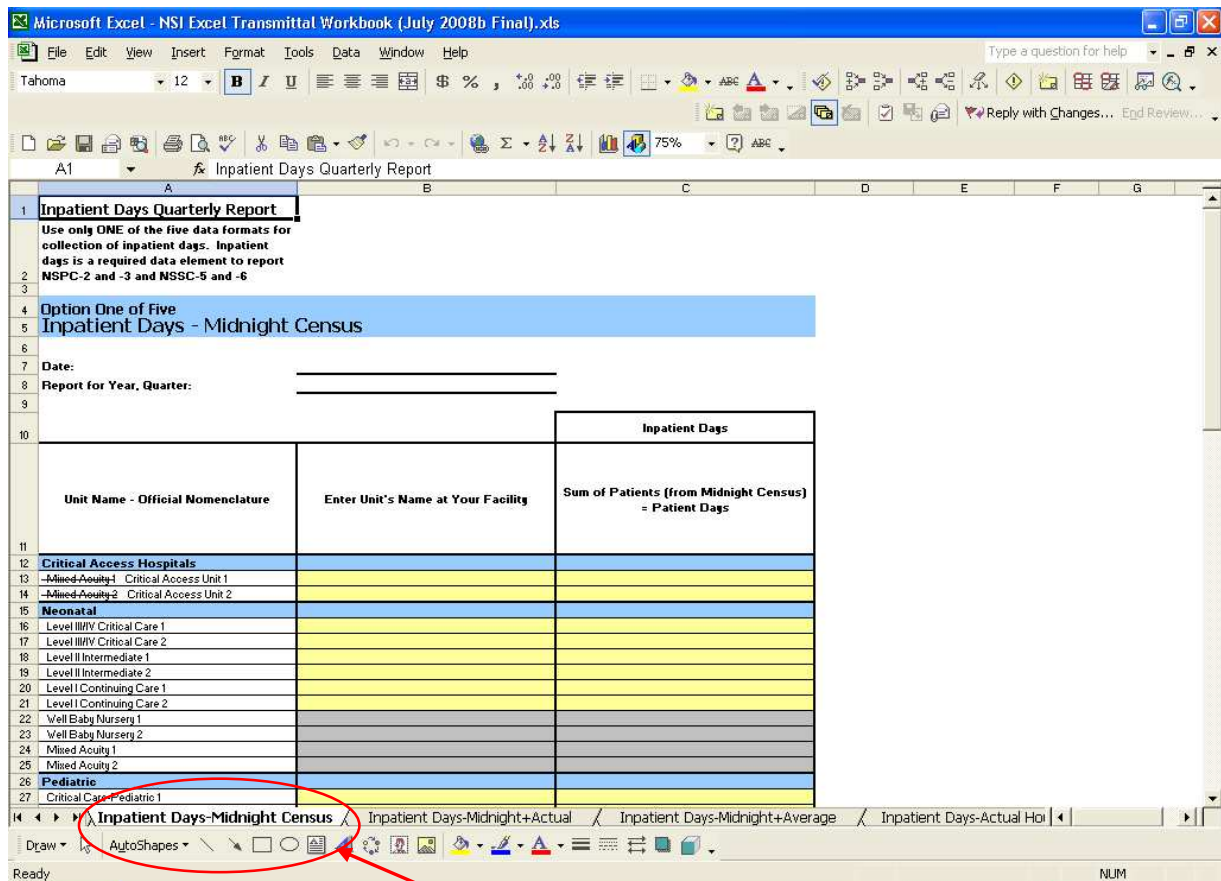
Five worksheets are labeled **"Inpatient Days"** with the five methods for collection of Inpatient Days (e.g., **Midnight Census**, **Midnight** Census **Plus** Inpatient Days from **Actual** Hours for Short Stay, **Midnight** Census **Plus** Inpatient Days from **Average** Hours for Short Stay, Inpatient Days from **Actual Hours**, or Inpatient Days Averaged from **Multiple Census**). **Choose only one method** using the most accurate method that is within the capabilities of your hospital system (see "Inpatient Days" under definitions in the NSI Microspecifications Manual at the MHDO website).

Submittal of Data

When you have completed entering data, save the file to your computer. Then select the **"Data Submittal Worksheet"** tab and click the button in the upper right that says **"Save to Desktop."** The macro will run a program that properly names the file (with your MHDO Hospital ID Number), saves all the tabbed worksheets, and posts the file to your desktop.

Then attach this file to an email message and send it to Susan Schow at the Maine Health Data Organization at susan.e.schow@maine.gov. If you need assistance in transmitting your data, please call Susan at (207) 287-6745. You may also call the Dave Vincent at MHDO at 287-6727 or david.a.vncent@maine.gov

Alternate Submittal Process

For those who do not choose to use the "Save to Desktop" button feature (or for some reason are unable to do so) you must save a copy of your file using the naming convention below.

NSI-2000XX-2008QTR1.xls (for data for Jan, Feb, Mar 2008 due Sept. 1, 2008)

NSI-2000XX-2008QTR2.xls (for data for Apr, May, Jun 2008 due Dec. 1, 2008)

NSI-2000XX-2008QTR3.xls (for data for Jul, Aug, Sept 2008 due Mar. 1, 2009)

NSI-2000XX-2008QRT4.xls (for data for Oct, Nov, Dec 2008 due June 1, 2009)

Where **2000XX** is your hospital's MHDO ID Number as listed below.

| MHDO ID Number	HOSPITAL NAME
200004	Acadia Hospital
200018	Aroostook Medical Center
200051	Blue Hill Memorial Hospital
200007	Bridgton Hospital
200023	C.A. Dean Memorial Hospital
200055	Calais Regional Hospital
200031	Cary Medical Center
200024	Central Maine Medical Center
200057	Dorothea Dix Psychiatric Center
200027	Down East Community Hospital
200033	Eastern Maine Medical Center
200037	Franklin Memorial Hospital
200040	Goodall Hospital
200026	Houlton Regional Hospital
200041	Inland Hospital
200050	Maine Coast Memorial Hospital
200009	Maine Medical Center
200015	MaineGeneral Medical Center
200015	MaineGeneral Medical Center
200066	Mayo Regional Hospital
200008	Mercy Hospital
200044	Mid Coast Hospital
200002	Miles Memorial Hospital
200003	Millinocket Regional Hospital
200038	Mount Desert Island Hospital
200010	New England Rehabilitation Hospital
200052	Northern Maine Medical Center
200025	Parkview Adventist Medical Center
200063	Penobscot Bay Medical Center

200062	Penobscot Valley Hospital
200012	Redington-Fairview General Hospital
200056	Riverview Psychiatric Center
200016	Rumford Hospital
200028	Sebasticook Valley Hospital
200019	Southern Maine Medical Center
200067	Spring Harbor Hospital
200006	St Andrews Hospital
200001	St Joseph Hospital
200034	St Mary's Regional Medical Center
200032	Stephens Memorial Hospital
200013	Waldo County General
200020	York Hospital

Questions or Assistance?

If you have questions or need assistance with use or submittal of the NSI Excel Spreadsheet please contact Susan Schow at 287-6745 (susan.e.schow@maine.gov).

If you have difficulty opening the file….

Or if you get a message like the one below it means the macro security settings on your computer are set to "High" or "Very High.
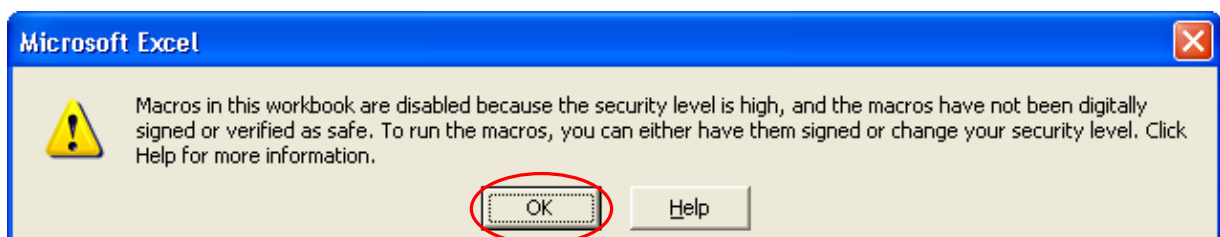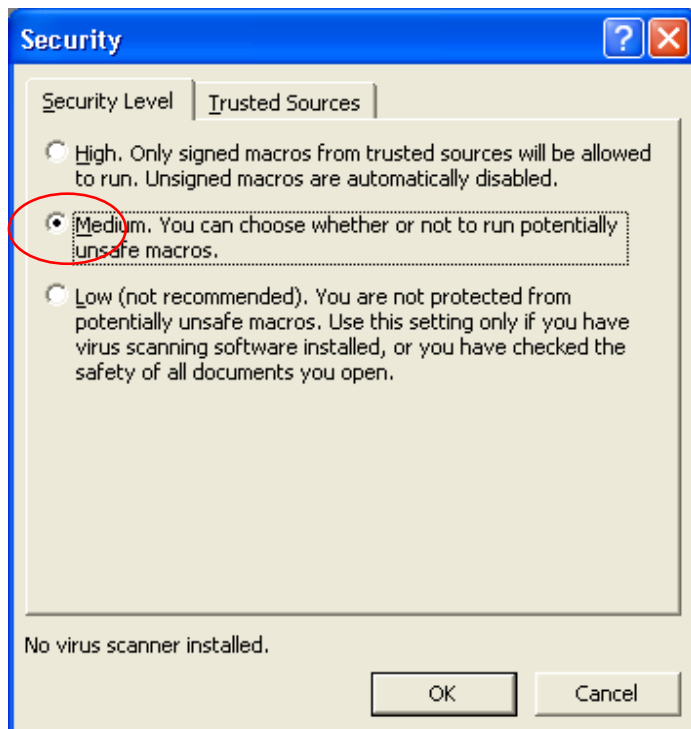

Click "OK" above and review the notes for a quick solution (you may want to check with your Technical Support staff before doing).

To enable the NSI spreadsheet macro:

1. Select the **Tools** menu option and then select **Macro** and **Security** (see below).
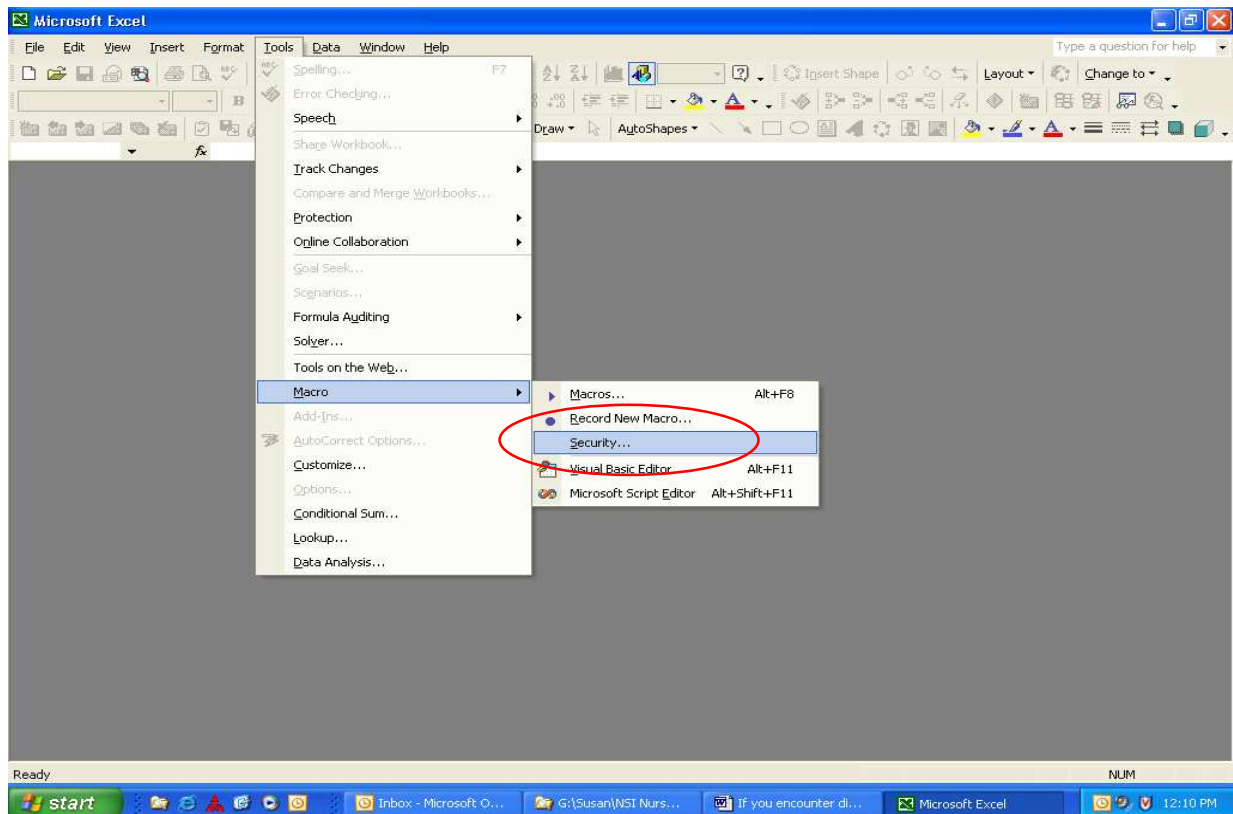
In the resulting **Security** dialog, set the security level to Medium by clicking the **Medium** radio button (see below).

3. Close the file and close all Excel programs currently running on your computer.

4. Open the file again. You will get a security warning message (see below).
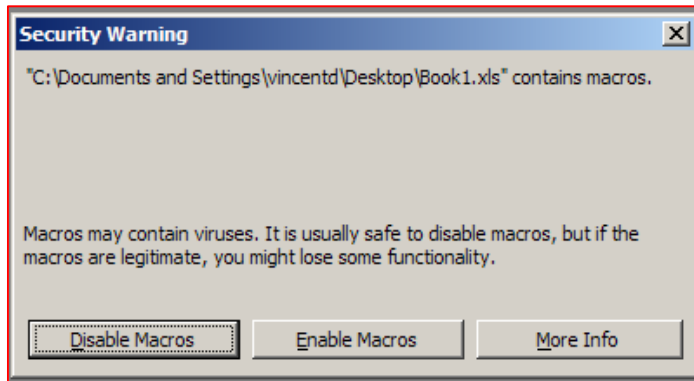
Click the **Enable** button when prompted to allow the macro to run.

Still having problems?

If you need assistance with NSI Excel Workbook, please call Susan at (207) 287-6745. You may also call the Dave Vincent at MHDO at 287-6727 or david.a.vncent@maine.gov.